

I.	<u>Position Title:</u>	GIS Technician – Parks & Recreation	<u>Revised:</u>	10/2018
			<u>EEO Category:</u>	Technician
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	55764

Under direct supervision of the Assistant Director of Parks & Recreation or his/her designee, assists the Parks & Recreation department with GPS data collection, GIS layer editing, map preparation and printing, and GIS analysis. May work with other city departments and outside agencies.

- Uses GIS software (ArcGIS and other GIS tools and products) to create, design, and edit GIS data.
- Uses GPS equipment to collect information from the field.
- Creates standard or custom maps, charts, and graphs.
- Performs GIS analysis using various tools, extensions and scripts.
- Assists in developing geographic database structure, tables, forms, and reports.

- Performs data-entry.
- Performs other duties as assigned.

Analytical Ability: Read and interpret graphs, charts, plans, diagrams, and maps; prepare maps, graphics, reports, etc. to display results/ solutions; ability to creatively analyze and solve problems; able to use ESRI extensions and tools to solve analytical requests.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles equipment, objects or controls and regularly communicates with others. Work requires moderate physical exertion, including bending, kneeling, stooping, standing, and walking; lifting and moving of objects and equipment up to 20 lbs.

Work Environment: Employee will work in a generally comfortable office setting with a significant amount of field work. The noise level in the work environment is usually moderate. Possible exposure to increased noise, traffic, and all types of weather conditions during field work. Hours are flexible but may include some weekend or evening work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____